Indiana Public Library Annual Report 2020

1 - General Information

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Please provide the most current information available.

01-001	Name of the person preparing this report	_____
01-002	Preparer's phone number	_____
01-003	Time zone in which the library's administrative entity is located	_____
01-004	Library name	_____
01-005	Library class	_____
01-006	Library director	_____
01-007	Street address	_____
01-008	City	_____
01-009	ZIP code	_____
01-010	Is the mailing address the same as the address listed above?	_____
01-011	Mailing address	_____
01-012	Mailing city	_____
01-013	Mailing ZIP code	_____
01-014	Congressional district number	_____
01-015	Phone	_____
01-016	Fax	_____
01-017	Does your library have an answering machine, voicemail or other similar technology?	_____
01-018	Library URL	_____

| 01-019 | Public library email address, or a means of electronic contact listed on the library's website | _____ |

Building Questions

01-020	Year the current central library was built	_____
01-021	Year of the most recent structural addition or alteration to the current central library	_____
01-022	Square footage of the central library	_____

01-023   Click here to complete the central library daily hours.

This link will take you to a table where you can record the typical hours that the central library is open.

Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at http://www.in.gov/library/pldirectory.htm and updated as you notify us of changes.

01-023a	Please enter any non-standard central library hours that cannot be entered into the daily hours form. For example, if your library closes for an hour for lunch, or if you have a special winter schedule, please note that here.	_____
01-038	**Total number of hours the central library is open during a typical week**	_____
01-039	**Total number of hours per week the central library is open after 5:00 PM**	_____
01-040	**Total number of hours per week the central library is open on Saturday**	_____
01-041	**Total number of hours per week the central library is open on Sunday**	_____
01-042	Number of weeks per year the central library was open in 2020	_____
01-043	Number of weeks the central library was closed due to COVID-19	_____
01-044	Number of weeks the central library had limited occupancy due to COVID-19	_____
01-045	**Total hours the central library was open in 2020**	_____

Internet Access

01-046	Does the library provide internet access?	_____
01-047	What type of internet access is available in the central library?	_____
01-048	Specify the download speed of internet access in the central library.	_____

Branch Information

| 01-200 | Total number of branches *(If this answer = 0, skip questions 01-200a through 01-237)* | _____ |

Individual Branch Information

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

01-200a	Branch name	_____
01-201a	Branch street address	_____
01-202a	Branch city	_____
01-203a	Branch county	_____
01-204a	Branch ZIP	_____
01-205a	Is the mailing address the same as the address listed above?	_____
01-206a	Branch mailing address	_____
01-207a	Phone	_____
01-208a	Fax	_____
01-209a	Year built	_____
01-210a	Year of the most recent structural addition or alteration to branch building	_____
01-211a	Square footage of branch	_____
01-212a	Number of weeks per year individual branch was open in 2020	_____
01-213a	Number of weeks the individual branch closed due to COVID-19	_____
01-214a	Number of weeks the individual branch had limited occupancy due to COVID-19	_____
01-215a	Monday opening time	_____
01-216a	Monday closing time	_____
01-217a	Tuesday opening time	_____

01-218a	Tuesday closing time	_____
01-219a	Wednesday opening time	_____
01-220a	Wednesday closing time	_____
01-221a	Thursday opening time	_____
01-222a	Thursday closing time	_____
01-223a	Friday opening time	_____
01-224a	Friday closing time	_____
01-225a	Saturday opening time	_____
01-226a	Saturday closing time	_____
01-227a	Sunday opening time	_____
01-228a	Sunday closing time	_____
01-229a	Total open hours for the branch library during a typical week.	_____
01-230a	Total hours the branch was open in 2020	_____
01-231a	Does the branch library provide internet access?	_____
01-232a	What type of internet access is available in the branch library?	_____
01-233a	Specify the download speed of internet access in the branch library	_____
01-200a	Branch name	_____
01-201a	Branch street address	_____
01-202a	Branch city	_____
01-203a	Branch county	_____
01-204a	Branch ZIP	_____
01-205a	Is the mailing address the same as the address listed above?	_____

01-206a	Branch mailing address	_____
01-207a	Phone	_____
01-208a	Fax	_____
01-209a	Year built	_____
01-210a	Year of the most recent structural addition or alteration to branch building	_____
01-211a	Square footage of branch	_____
01-212a	Number of weeks per year individual branch was open in 2020	_____
01-213a	Number of weeks the individual branch closed due to COVID-19	_____
01-214a	Number of weeks the individual branch had limited occupancy due to COVID-19	_____
01-215a	Monday opening time	_____
01-216a	Monday closing time	_____
01-217a	Tuesday opening time	_____
01-218a	Tuesday closing time	_____
01-219a	Wednesday opening time	_____
01-220a	Wednesday closing time	_____
01-221a	Thursday opening time	_____
01-222a	Thursday closing time	_____
01-223a	Friday opening time	_____
01-224a	Friday closing time	_____
01-225a	Saturday opening time	_____
01-226a	Saturday closing time	_____
01-227a	Sunday opening time	_____

01-228a	Sunday closing time	_____
01-229a	Total open hours for the branch library during a typical week.	_____
01-230a	Total hours the branch was open in 2020	_____
01-231a	Does the branch library provide internet access?	_____
01-232a	What type of internet access is available in the branch library?	_____
01-233a	Specify the download speed of internet access in the branch library	_____
01-200a	Branch name	_____
01-201a	Branch street address	_____
01-202a	Branch city	_____
01-203a	Branch county	_____
01-204a	Branch ZIP	_____
01-205a	Is the mailing address the same as the address listed above?	_____
01-206a	Branch mailing address	_____
01-207a	Phone	_____
01-208a	Fax	_____
01-209a	Year built	_____
01-210a	Year of the most recent structural addition or alteration to branch building	_____
01-211a	Square footage of branch	_____
01-212a	Number of weeks per year individual branch was open in 2020	_____
01-213a	Number of weeks the individual branch closed due to COVID-19	_____
01-214a	Number of weeks the individual branch had limited occupancy due to COVID-19	_____
01-215a	Monday opening time	_____

01-216a	Monday closing time	_____
01-217a	Tuesday opening time	_____
01-218a	Tuesday closing time	_____
01-219a	Wednesday opening time	_____
01-220a	Wednesday closing time	_____
01-221a	Thursday opening time	_____
01-222a	Thursday closing time	_____
01-223a	Friday opening time	_____
01-224a	Friday closing time	_____
01-225a	Saturday opening time	_____
01-226a	Saturday closing time	_____
01-227a	Sunday opening time	_____
01-228a	Sunday closing time	_____
01-229a	Total open hours for the branch library during a typical week.	_____
01-230a	Total hours the branch was open in 2020	_____
01-231a	Does the branch library provide internet access?	_____
01-232a	What type of internet access is available in the branch library?	_____
01-233a	Specify the download speed of internet access in the branch library	_____
01-237	Total annual hours of all branches	_____

Bookmobile Information

01-300	Total number of bookmobiles *(If this answer = 0, skip questions 01-301a through 01-315)*	_____

Individual Bookmobile Information

01-301a	Bookmobile name	_____

01-302a	Street address	_____
01-303a	City	_____
01-304a	County	_____
01-305a	ZIP	_____
01-306a	Is the bookmobile's mailing address the same as the address listed above?	_____
01-307a	Mailing address	_____
01-308a	Phone	_____
01-309a	Fax	_____
01-310a	Total number of hours the bookmobile is open during a typical week	_____
01-311a	Number of weeks per year the bookmobile is open	_____
01-312a	Number of weeks the bookmobile closed due to COVID-19	_____
01-313a	Number of weeks the bookmobile had limited occupancy due to COVID-19	_____
01-314a	Total hours the bookmobile was open in 2020	_____
01-301a	Bookmobile name	_____
01-302a	Street address	_____
01-303a	City	_____
01-304a	County	_____
01-305a	ZIP	_____
01-306a	Is the bookmobile's mailing address the same as the address listed above?	_____
01-307a	Mailing address	_____
01-308a	Phone	_____
01-309a	Fax	_____

01-310a	Total number of hours the bookmobile is open during a typical week	_____
01-311a	Number of weeks per year the bookmobile is open	_____
01-312a	Number of weeks the bookmobile closed due to COVID-19	_____
01-313a	Number of weeks the bookmobile had limited occupancy due to COVID-19	_____
01-314a	Total hours the bookmobile was open in 2020	_____
01-301a	Bookmobile name	_____
01-302a	Street address	_____
01-303a	City	_____
01-304a	County	_____
01-305a	ZIP	_____
01-306a	Is the bookmobile's mailing address the same as the address listed above?	_____
01-307a	Mailing address	_____
01-308a	Phone	_____
01-309a	Fax	_____
01-310a	Total number of hours the bookmobile is open during a typical week	_____
01-311a	Number of weeks per year the bookmobile is open	_____
01-312a	Number of weeks the bookmobile closed due to COVID-19	_____
01-313a	Number of weeks the bookmobile had limited occupancy due to COVID-19	_____
01-314a	Total hours the bookmobile was open in 2020	_____
01-315	Total annual hours of all bookmobiles	_____
01-500	Total system public service hours per year	_____

2 - Registrations

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

02-001	Total number of resident registered users	_____
02-002	Total number of users from contracting areas	_____
02-003	Total number of non-resident registered users	_____
02-004	Total number of reciprocal users	_____
02-005	Total number of PLAC users	_____
02-006	Total number of non-resident cards issued to student users	_____
02-007	Total number of non-resident cards issued to school employees	_____
02-008	Total number of non-resident cards issued to library employees	_____
02-009	Amount of non-resident fee	_____
02-010	Date the library board adopted this fee	_____
02-011	Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the last three (3) years and do not owe materials, fines, or fees to the library?	_____

3 - Libraries and Political Subdivisions

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

See the instructions for a description of the political divisions.

2010 Census figures are used for all calculations

03-001	Name of primary county	_____
03-002	Total assessed valuation for library district	_____
03-003	Operating tax rate	_____
03-004	Source year for data	_____

03-005	Debt fund tax rate	_____
03-006	LCPF tax rate	_____
03-007	Did your library roll the LCPF into the operating tax rate?	_____
03-008	Name of additional county	_____
03-009	Total assessed valuation for additional county	_____
03-010	Operating tax rate for additional county	_____
03-011	Debt fund tax rate	_____
03-012	LCPF tax rate	_____
03-013	Total district population without contracts	_____
03-014	Total district population with contracts	_____
03-015	Political subdivision name	_____
03-016	Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)	_____
03-017	Population 2010 census (taxed and served)	_____
03-018	Type of political unit (contracting units 5, 6, 7, 8, 10 only)	_____
03-019	Population 2010 census (served by contract)	_____
03-020	Were there any changes to your library's service area? (Changes may include annexations, mergers, or changes to contracts.)	_____
03-021	If the answer to 03-020 is YES, please explain	_____

4 - Operating Revenue
Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Local Government Revenue

04-001	Property tax or CEDIT income from library tax rate	_____
04-002	Miscellaneous income taxes or LIT (Local Income Tax)	_____
04-003	Contractual revenue received for service	_____
04-004	Total local government revenue	_____

State Government Revenue

04-005	Financial Institutions Tax (FIT)	_____
04-006	License Vehicle Excise Tax	_____
04-007	Commercial Vehicle Excise Tax (CVET)	_____
04-008	Broadband Connectivity Grant (State Technology Grant Fund)	_____
04-009	Other state revenue	_____
04-010	Source(s):	_____
04-011	Total state revenue	_____

Federal Government Revenue

04-012	LSTA grants	_____
04-013	Other federal revenue	_____
04-014	Source(s):	_____
04-015	Total federal revenue	_____

Other Revenue

04-016	PLAC reimbursement	_____
04-017	Fines and fees	_____
04-018	Interest on investments	_____
04-019	Gift receipts	_____
04-020	Private and public foundation grants	_____
04-021	Miscellaneous revenue	_____

04-022	Source(s):	_____
04-023	Total other revenue	_____
04-024	Total revenue	_____

5 - Operating Fund Expenditures
Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Staff and Supplies

05-001	Salaries/wages of all library staff	_____
05-002	Employee benefits	_____
05-003	Other personal services	_____
05-004	Total personal services	_____
05-005	Total staff expenditures	_____
05-006	Total supplies	_____

Other Services and Charges

05-007	Professional services	_____
05-008	Communication and transportation	_____
05-009	Printing and advertising	_____
05-010	Insurance	_____
05-011	Utility services	_____
05-012	Repairs and maintenance	_____
05-013	Rentals	_____
05-014	Debt service	_____
05-015	Lease rental	_____

| 05-016 | Other | _____ |
| 05-017 | Total of other services and charges | _____ |

Capital Outlays from Operating Fund Expenditures

05-018	Land	_____
05-019	Buildings	_____
05-020	Improvements other than buildings	_____
05-021	Furniture and equipment	_____
05-022	Capital outlays for public access computers, e-readers and electronic media devices **DO NOT REPORT in Q05-021**	_____

Library Materials - Operating Fund Expenditures

05-023	Books (include book lease)	_____
05-024	Periodicals and newspapers	_____
05-025	Audio/Visual materials, microforms, and other non-printed, physical materials	_____
05-026	E-book, electronic collections, and database licensing/purchase/lease expenditures	_____
05-027	Electronic physical format, including Playaways and e-book readers	_____

Library Materials - Non-Operating Fund Expenditures

05-028	Books (include book lease)	_____
05-029	Periodicals and newspapers	_____
05-030	Audio/Visual materials, microforms, and other non-printed, physical materials	_____
05-031	E-book and electronic database licensing/purchase/lease expenditures	_____
05-032	Electronic physical format, including Playaways and e-book readers	_____
05-033	Total expenditures for print materials	_____
05-034	Total expenditures for electronic materials	_____
05-035	Total expenditures for other materials	_____

05-036	Total expenditures for collections	_____
05-037	Total operating fund capital outlays	_____
05-038	Total operating fund expenditure for collection development	_____
05-039	Total non-operating fund expenditure for collection development	_____
05-040	Public access computers, e-readers and electronic media devices from all non-operating funds	_____
05-041	Total operating fund expenditures	_____
05-042	Other operating expenditures	_____
05-043	Total operating expenditures	_____
05-044	Total capital fund expenditures	_____

Non-Resident Fee Standard

05-045	Total collection expenditures	_____
05-046	Total 2019 operating expenditures per capita	_____
05-047	Difference between 2019 OE per capita and non-resident fee (subtract Q02-009 from Q05-046). If the output is a positive number, then your library's non-resident fee needs to be raised to match or exceed the operating expenditure per capita at the next scheduled board meeting.	_____
05-047a	Does your library's non-resident fee meet the standard? (Select YES if 05-047 is a negative number; Select NO if 05-047 is a positive number)	_____
05-048	Total 2020 operating expenditures per capita. PLEASE MAKE SURE YOUR 2021 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	_____

Collection Development Standard

05-049	Collection development expenditure (from all funds) as a percentage of operating fund expenditure	_____

6 - Capital Revenue

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

06-001	Local government capital revenue	_____
06-002	State government capital revenue	_____
06-003	Federal government capital revenue	_____
06-004	Other capital revenue	_____
06-005	Total capital revenue	_____

7 - Employment Data

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

ALA-MLS Librarians

07-001	Total number of all librarians with an ALA-MLS	_____
07-002	Total number of paid hours per week for all ALA-MLS librarians	_____
07-003	FTE for all librarians with an ALA-MLS	_____

All Librarians

07-004	Total number of all librarians, including ALA-MLS librarians	_____
07-005	Total number of paid hours per week for all librarians, including ALA-MLS librarians	_____
07-006	FTE for all librarians	_____

All Other Staff

07-007	Total number of all other paid staff	_____
07-008	Total number of paid hours per week for all other paid staff	_____
07-009	FTE for all other paid staff	_____
07-010	Total number of all paid staff	_____
07-011	Total hours paid per week for all paid staff	_____
07-012	FTE for all paid staff	_____

| 07-013 | Number of hours per week considered to be full-time employment in your library | _____ |

8 - Library Service and Technology

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Interlibrary Loans

08-001	Number of interlibrary loan items (including photocopies) your library has provided to other libraries	_____
08-002	Evergreen transits to other libraries. Number will be supplied by the Indiana State Library	_____
08-003	SRCS materials provided to other libraries. Number will be supplied by the Indiana State Library	_____
08-004	Total number of loans provided to other libraries	_____
08-005	Number of interlibrary loan items (including photocopies) your library has borrowed from other libraries	_____
08-006	Evergreen transits received from other libraries. Number will be supplied by the Indiana State Library	_____
08-007	SRCS materials received from other libraries. Number will be supplied by the Indiana State Library	_____
08-008	Total number of loans received from other libraries	_____
08-009	Net lending rate	_____

Children's (0 - 11 years) Library Programs

| 08-010 | Number of children's programs held in the library | _____ |
| 08-011 | Number of children's programs held outside of the library | _____ |

Young Adult (12 - 18 years) Library Programs

| 08-012 | Number of young adult programs held in the library | _____ |
| 08-013 | Number of young adult programs held outside of the library | _____ |

Adult (18+ years) Library Programs

| 08-014 | Number of adult programs held in the library | _____ |

08-015	Number of adult programs held outside of the library	_____

General (All Ages) Library Programs

08-016	Number of general (all ages) programs held in the library	_____
08-017	Number of general (all ages) programs held outside of the library	_____
08-018	Total number of non-library sponsored programs	_____
08-019	Total number of all in-person library sponsored programs	_____

Attendance at Children's (0 - 11 years) Programs

08-020	Attendance at children's programs held in the library	_____
08-021	Attendance at children's programs held outside of the library	_____

Attendance at Young Adult (12 - 18 years) Programs

08-022	Attendance at young adult programs held in the library	_____
08-023	Attendance at young adult programs held outside of the library	_____

Attendance at Adult (18+ years) Programs

08-024	Attendance at adult programs held in the library	_____
08-025	Attendance at adult programs held outside of the library	_____

Attendance at General (All Ages) Programs

08-026	Attendance at general (all ages) programs held in the library	_____
08-027	Attendance at general (all ages) programs held outside of the library	_____

Attendance Totals

08-028	Total attendance at non-library sponsored programs	_____
08-029	Total children's program attendance	_____
08-030	Total young adult program attendance	_____
08-031	Total attendance at library sponsored programs	_____
08-032	Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?	_____
08-033	Number of children's virtual - live programs	_____

08-034	Number of young adult virtual - live programs	_____
08-035	Number of adult virtual - live programs	_____
08-036	Number of general (all ages) virtual - live programs	_____
08-037	Total number of virtual - live programs	_____
08-038	Attendance at children's virtual - live programs	_____
08-039	Attendance at young adult virtual - live programs	_____
08-040	Attendance at adult virtual - live programs	_____
08-041	Attendance at general (all ages) - live programs	_____
08-042	Total attendance at virtual - live programs	_____
08-043	Total number of children's live programs (includes in-person and virtual - live)	_____
08-044	Total number of young adult live programs (includes in-person and virtual - live)	_____
08-045	Total number of live programs (includes in-person and virtual - live)	_____
08-046	Total attendance at children's live programs (includes in-person and virtual - live)	_____
08-047	Total attendance at young adult live programs (includes in-person and virtual - live)	_____
08-048	Total attendance at live library-sponsored programs (includes in-person and virtual - live)	_____
08-049	Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?	_____
08-050	Number virtual - recorded programs	_____
08-051	Number of page views/hits on virtual programs - recorded	_____

Children's Reading Program

08-052	How many weeks of a Children's Reading Program did your library offer at each fixed location?	_____
08-053	Total number of annual visits to the library	_____
08-053a	Library visits reporting method	_____

08-054	**Total number of reference transactions per year**	_____
08-054a	Reference transactions reporting method	_____
08-055	Instructional references services	_____

Electronic Collections (includes Licensed Databases)

08-056	Number of state-licensed databases (INSPIRE databases)	_____
08-057	Number of local and other licensed databases (not INSPIRE)	_____
08-058	Name(s) of public use/commercial databases to which the library subscribes	_____
08-059	Total electronic collections	_____

Public Computers

08-060	Number of public internet computer uses per year	_____
08-061	Number of wireless internet uses per year	_____
08-062	Number of public internet computers system-wide	_____
08-063	Number of staff computers	_____
08-064	Number of website visits	_____

Library System Automation

08-065	Does your library have an automated bookkeeping system?	_____
08-066	Name of bookkeeping system	_____
08-067	Brand and version of Integrated Library System	_____

9 - Circulation and Holdings

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

09-001	Circulation of physical items	_____
09-002	Use of electronic materials *(e.g. e-books circulated or electronic materials downloaded annually)*	_____
09-003	Successful retrieval of electronic information *(e.g. electronic material usage or views not meeting*	_____

the definition of circulation and not otherwise reported in 09-002)

09-004	Total electronic content use	_____
09-005	Circulation of all children's materials	_____
09-006	Total circulation of all materials	_____
09-007	Total collection use	_____
09-008	Total in-house usage of materials	_____

<u>Selected Holdings</u>

09-009	Books (print)	_____
09-010	Does the library belong to an e-book consortium?	_____
09-011	Name of e-book consortium	_____
09-012	E-books (LOCAL HOLDINGS)	_____
09-013	E-books (CONSORTIUM HOLDINGS)	_____
09-014	E-books (TOTAL)	_____
09-015	Video materials - physical units	_____
09-016	Video materials - downloadable units (LOCAL HOLDINGS)	_____
09-017	Video materials - downloadable units (CONSORTIUM HOLDINGS)	_____
09-018	Video materials - downloadable units (TOTAL)	_____
09-019	Audio materials - physical units	_____
09-020	Audio materials - downloadable units (LOCAL HOLDINGS)	_____
09-021	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	_____
09-022	Audio materials - downloadable units (TOTAL)	_____
09-023	Current print serial subscriptions	_____
09-024	Current electronic serials subscriptions	_____

| 09-025 | Non-traditional items, realia, or kits - physical units | _____ |
| 09-026 | Does your library circulate hotspots? | _____ |

10 - Library Board

[Questions relating to standards are in bolded blue font.](#)

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

10-0001	Position: President	_____
10-0002	First name	_____
10-0003	Middle initial/name	_____
10-0004	Last name	_____
10-0005	Home address	_____
10-0006	City	_____
10-0007	ZIP code	_____
10-0008	Email address	_____
10-0009	Appointing authority	_____
10-0010	Date term expires	_____
10-0011	Number of consecutive terms	_____
10-0012	Date of initial appointment	_____
10-0101	Position: Vice President	_____
10-0102	First name	_____
10-0103	Middle initial/name	_____
10-0104	Last name	_____
10-0105	Home address	_____
10-0106	City	_____

10-0107	ZIP code	_____
10-0108	Email address	_____
10-0109	Appointing authority	_____
10-0110	Date term expires	_____
10-0111	Number of consecutive terms	_____
10-0112	Date of initial appointment	_____
10-0201	Position: Secretary	_____
10-0202	First name	_____
10-0203	Middle initial/name	_____
10-0204	Last name	_____
10-0205	Home address	_____
10-0206	City	_____
10-0207	ZIP code	_____
10-0208	Email address	_____
10-0209	Appointing authority	_____
10-0210	Date term expires	_____
10-0211	Number of consecutive terms	_____
10-0212	Date of initial appointment	_____
10-0301	Position: Treasurer (Boards may have either a treasurer or treasurer/employee, but not both)	_____
10-0302	First name	_____
10-0303	Middle initial/name	_____
10-0304	Last name	_____

10-0305	Home address	_____
10-0306	City	_____
10-0307	ZIP code	_____
10-0308	Email address	_____
10-0309	Appointing authority	_____
10-0310	Date term expires	_____
10-0311	Number of consecutive terms	_____
10-0312	Date of initial appointment	_____
10-0401	Position: Treasurer / Employee (Boards may have either a treasurer or treasurer/employee, but not both)	_____
10-0402	First name	_____
10-0403	Middle initial/name	_____
10-0404	Last name	_____
10-0405	Home address	_____
10-0406	City	_____
10-0407	ZIP code	_____
10-0408	Email address	_____
10-0501	Position: Member	_____
10-0502	First name	_____
10-0503	Middle initial/name	_____
10-0504	Last name	_____
10-0505	Home address	_____
10-0506	City	_____

10-0507	ZIP code	_____
10-0508	Email address	_____
10-0509	Appointing authority	_____
10-0510	Date term expires	_____
10-0511	Number of consecutive terms	_____
10-0512	Date of initial appointment	_____
10-0601	Position: Member	_____
10-0602	First name	_____
10-0603	Middle initial/name	_____
10-0604	Last name	_____
10-0605	Home address	_____
10-0606	City	_____
10-0607	ZIP code	_____
10-0608	Email address	_____
10-0609	Appointing authority	_____
10-0610	Date term expires	_____
10-0611	Number of consecutive terms	_____
10-0612	Date of initial appointment	_____
10-0701	Position: Member	_____
10-0702	First name	_____
10-0703	Middle initial/name	_____
10-0704	Last name	_____

10-0705	Home address	_____
10-0706	City	_____
10-0707	ZIP code	_____
10-0708	Email address	_____
10-0709	Appointing authority	_____
10-0710	Date term expires	_____
10-0711	Number of consecutive terms	_____
10-0712	Date of initial appointment	_____
10-0801	Position: Member	_____
10-0802	First name	_____
10-0803	Middle initial/name	_____
10-0804	Last name	_____
10-0805	Home address	_____
10-0806	City	_____
10-0807	ZIP code	_____
10-0808	Email address	_____
10-0809	Appointing authority	_____
10-0810	Date term expires	_____
10-0811	Number of consecutive terms	_____
10-0812	Date of initial appointment	_____
10-0901	Position: Member	_____
10-0902	First name	_____

10-0903	Middle initial/name	_____
10-0904	Last name	_____
10-0905	Home address	_____
10-0906	City	_____
10-0907	ZIP code	_____
10-0908	Email address	_____
10-0909	Appointing authority	_____
10-0910	Date term expires	_____
10-0911	Number of consecutive terms	_____
10-0912	Date of initial appointment	_____
10-1001	Position: Member	_____
10-1002	First name	_____
10-1003	Middle initial/name	_____
10-1004	Last name	_____
10-1005	Home address	_____
10-1006	City	_____
10-1007	ZIP code	_____
10-1008	Email address	_____
10-1009	Appointing authority	_____
10-1010	Date term expires	_____
10-1011	Number of consecutive terms	_____
10-1012	Date of initial appointment	_____

10-1101	Position: Member	_____
10-1102	First name	_____
10-1103	Middle initial/name	_____
10-1104	Last name	_____
10-1105	Home address	_____
10-1106	City	_____
10-1107	ZIP code	_____
10-1108	Email address	_____
10-1109	Appointing authority	_____
10-1110	Date term expires	_____
10-1111	Number of consecutive terms	_____
10-1112	Date of initial appointment	_____
10-1201	Position: Member	_____
10-1202	First name	_____
10-1203	Middle initial/name	_____
10-1204	Last name	_____
10-1205	Home address	_____
10-1206	City	_____
10-1207	ZIP code	_____
10-1208	Email address	_____
10-1209	Appointing authority	_____
10-1210	Date term expires	_____

10-1211	Number of consecutive terms	_____
10-1212	Date of initial appointment	_____
10-0991	What day of the month is the regular library board meeting?	_____
10-0992	What is the time of the regular library board meeting?	_____

11 - Salary Section

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

11-001	Annual salary of the director	_____
11-002	Does the library director have an employment contract?	_____
11-003	What is the current level of certification held by the library director?	_____
11-004	Job Title - Assistant or Associate Director	_____
11-005	Certification level	_____
11-006	Minimum hourly wage	_____
11-007	Maximum hourly wage	_____
11-008	Job Title - Department Head, Manager or Supervisor	_____
11-009	Certification level	_____
11-010	Minimum hourly wage	_____
11-011	Maximum hourly wage	_____
11-012	Job Title - Branch Head	_____
11-013	Certification level	_____
11-014	Minimum hourly wage	_____
11-015	Maximum hourly wage	_____

11-016	Job Title - Administrative Assistant	_____
11-017	Certification level	_____
11-018	Minimum hourly wage	_____
11-019	Maximum hourly wage	_____
11-020	Job Title - Automation, Network or System Manager	_____
11-021	Certification level	_____
11-022	Minimum hourly wage	_____
11-023	Maximum hourly wage	_____
11-024	Job Title - Business Manager	_____
11-025	Certification level	_____
11-026	Minimum hourly wage	_____
11-027	Maximum hourly wage	_____
11-028	Job Title - Cataloging or Technical Services Librarian	_____
11-029	Certification level	_____
11-030	Minimum hourly wage	_____
11-031	Maximum hourly wage	_____
11-032	Job Title - Children's Librarian	_____
11-033	Certification level	_____
11-034	Minimum hourly wage	_____
11-035	Maximum hourly wage	_____
11-036	Job Title - General Reference or Adult Librarian	_____
11-037	Certification level	_____

11-038	Minimum hourly wage	_____
11-039	Maximum hourly wage	_____
11-040	Job Title - Young Adult Librarian	_____
11-041	Certification level	_____
11-042	Minimum hourly wage	_____
11-043	Maximum hourly wage	_____
11-044	Job Title - Indiana History, Local History, or Genealogy Librarian	_____
11-045	Certification level	_____
11-046	Minimum hourly wage	_____
11-047	Maximum hourly wage	_____
11-048	Job Title - Specialist (Professional)	_____
11-049	Certification level	_____
11-050	Minimum hourly wage	_____
11-051	Maximum hourly wage	_____
11-052	Job Title - Library Assistant	_____
11-053	Certification level	_____
11-054	Minimum hourly wage	_____
11-055	Maximum hourly wage	_____
11-056	Job Title - Bookkeeper or Treasurer	_____
11-057	Certification level	_____
11-058	Minimum hourly wage	_____
11-059	Maximum hourly wage	_____

11-060	Job Title - Library Technician (including computer)	_____
11-061	Certification level	_____
11-062	Minimum hourly wage	_____
11-063	Maximum hourly wage	_____
11-064	Job Title - Clerk, Clerical or Aide	_____
11-065	Certification level	_____
11-066	Minimum hourly wage	_____
11-067	Maximum hourly wage	_____
11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper	_____
11-069	Certification level	_____
11-070	Minimum hourly wage	_____
11-071	Maximum hourly wage	_____
11-072	Job Title - Page, Intern or Student Assistant	_____
11-073	Certification level	_____
11-074	Minimum hourly wage	_____
11-075	Maximum hourly wage	_____
11-076	Job Title - Temporary Substitute	_____
11-077	Certification level	_____
11-078	Minimum hourly wage	_____
11-079	Maximum hourly wage	_____
11-080	Job Title - Interlibrary Loan	_____
11-081	Certification level	_____

11-082	Minimum hourly wage	_____
11-107	Maximum hourly wage	_____
11-084	Job Title - Human Resources	_____
11-085	Certification level	_____
11-086	Minimum hourly wage	_____
11-087	Maximum hourly wage	_____
11-088	Job Title - Marketing	_____
11-089	Certification level	_____
11-090	Minimum hourly wage	_____
11-091	Maximum hourly wage	_____
11-092	Job Title - Circulation Librarian	_____
11-093	Certification level	_____
11-094	Minimum hourly wage	_____
11-095	Maximum hourly wage	_____
11-096	Job Title - Other	_____
11-097	Specify other job title	_____
11-098	Certification level	_____
11-099	Minimum hourly wage	_____
11-100	Maximum hourly wage	_____
11-101	Job Title - Other	_____
11-102	Specify other job title	_____
11-103	Certification level	_____

11-104	Minimum hourly wage	_____
11-105	Maximum hourly wage	_____
11-106	Job Title - Other	_____
11-107	Specify other job title	_____
11-108	Certification level	_____
11-109	Minimum hourly wage	_____
11-110	Maximum hourly wage	_____
11-111	Job Title - Other	_____
11-112	Specify other job title	_____
11-113	Certification level	_____
11-114	Minimum hourly wage	_____
11-115	Maximum hourly wage	_____

Employee Fringe Benefit Information - Full-time Employees

11-501	PERF	_____
11-502	Deferred compensation	_____
11-503	Health insurance	_____
11-504	Health Savings Account (HSA)	_____
11-505	Dental insurance	_____
11-506	Life insurance	_____
11-507	Vision insurance	_____
11-508	Disability insurance	_____
11-509	Paid time off for continuing education	_____
11-510	Reimbursement for continuing education	_____

11-511	Other1 (specify)	_____
11-512	Other2 (specify)	_____

Employee Fringe Benefit Information - Part-time Employees

11-513	PERF	_____
11-514	Deferred compensation	_____
11-515	Health insurance	_____
11-516	Health Savings Account (HSA)	_____
11-517	Dental insurance	_____
11-518	Life insurance	_____
11-519	Vision insurance	_____
11-520	Disability insurance	_____
11-521	Paid time off for continuing education	_____
11-522	Reimbursement for continuing education	_____
11-523	Other1 (specify)	_____
11-524	Other2 (specify)	_____

Paid Time Off Per Year - Full-time Librarian

11-525	Number of vacation days	_____
11-526	Number of sick days	_____
11-527	Number of personal days	_____
11-528	Number of holidays	_____
11-529	Number of funeral/bereavement days	_____
11-530	Number of other days (specify) OR all-purpose PTO	_____

Paid Time Off Per Year - Part-Time Librarian

11-531	Number of vacation days	_____

11-532	Number of sick days	_____
11-533	Number of personal days	_____
11-534	Number of holidays	_____
11-535	Number of funeral/bereavement days	_____
11-536	Number of other days	_____

Paid Time Off Per Year - Full-Time Support Staff

11-537	Number of vacation days	_____
11-538	Number of sick days	_____
11-539	Number of personal days	_____
11-540	Number of holidays	_____
11-541	Number of funeral/bereavement days	_____
11-542	Number of other days	_____

Paid Time Off Per Year - Part-Time Support Staff

11-543	Number of vacation days	_____
11-544	Number of sick days	_____
11-545	Number of personal days	_____
11-546	Number of holidays	_____
11-547	Number of funeral/bereavement days	_____
11-548	Number of other days	_____

12 - PLAC Loans

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Report the number of PLAC loans your library made to a home patron of the following libraries.

DO NOT report any loans made to your own library. You may SKIP any libraries with no loans; you do not need to enter "0" if no loans were made.

12-001	Did your library make any PLAC loans?	_____
12-002	Adams Public Library System	_____
12-003	Akron Carnegie Public Library	_____
12-004	Alexandria-Monroe Public Library	_____
12-005	Alexandrian Public Library	_____
12-006	Allen County Public Library	_____
12-007	Anderson Public Library	_____
12-008	Andrews-Dallas Township Public Library	_____
12-009	Argos Public Library	_____
12-010	Attica Public Library	_____
12-011	Aurora Public Library District	_____
12-012	Avon-Washington Township Public Library	_____
12-013	Bartholomew County Public Library	_____
12-014	Barton Rees Pogue Memorial Public Library	_____
12-015	Batesville Memorial Public Library	_____
12-016	Bedford Public Library	_____
12-017	Bell Memorial Public Library	_____
12-018	Benton County Public Library	_____
12-019	Berne Public Library	_____
12-020	Bicknell-Vigo Township Public Library	_____
12-021	Bloomfield-Eastern Greene County Public Library	_____

12-022	Boonville-Warrick County Public Library	_____
12-023	Boswell-Grant Township Public Library	_____
12-024	Bourbon Public Library	_____
12-025	Brazil Public Library	_____
12-026	Bremen Public Library	_____
12-027	Bristol-Washington Township Public Library	_____
12-028	Brook-Iroquois-Washington Township Public Library	_____
12-029	Brookston-Prairie Township Public Library	_____
12-030	Brown County Public Library	_____
12-031	Brownsburg Public Library	_____
12-032	Brownstown Public Library	_____
12-033	Butler Public Library	_____
12-034	Cambridge City Public Library	_____
12-035	Camden-Jackson Township Public Library	_____
12-036	Carmel Clay Public Library	_____
12-037	Carnegie Public Library Of Steuben County	_____
12-038	Centerville-Center Township Public Library	_____
12-039	Charlestown Clark County Public Library	_____
12-040	Churubusco Public Library	_____
12-041	Clayton-Liberty Township Public Library	_____
12-042	Clinton Public Library	_____
12-043	Coatesville-Clay Township Public Library	_____

12-044	Colfax-Perry Township Public Library	_____
12-045	Converse-Jackson Township Public Library	_____
12-046	Covington-Veedersburg Public Library	_____
12-047	Crawford County Public Library	_____
12-048	Crawfordsville District Public Library	_____
12-049	Crown Point Community Public Library	_____
12-050	Culver-Union Township Public Library	_____
12-051	Danville-Center Township Public Library	_____
12-052	Darlington Public Library	_____
12-053	Delphi Public Library	_____
12-054	Dublin Public Library	_____
12-055	Dunkirk Public Library	_____
12-056	Earl Park Public Library	_____
12-057	East Chicago Public Library	_____
12-058	Eckhart Public Library	_____
12-059	Edinburgh Wright-Hageman Public Library	_____
12-060	Elkhart Public Library	_____
12-061	Evansville-Vanderburgh Public Library	_____
12-062	Fairmount Public Library	_____
12-063	Farmland Public Library	_____
12-064	Fayette County Public Library	_____
12-065	Flora-Monroe Township Public Library	_____

12-066	Fort Branch-Johnson Township Public Library	_____
12-067	Fortville-Vernon Township Public Library	_____
12-068	Francesville-Salem Township Public Library	_____
12-069	Frankfort Community-Clinton County Contractual Public Library	_____
12-070	Franklin County Public Library District	_____
12-071	Fremont Public Library	_____
12-072	Fulton County Public Library	_____
12-073	Garrett Public Library	_____
12-074	Gary Public Library	_____
12-075	Gas City-Mill Township Public Library	_____
12-076	Goodland & Grant Township Public Library	_____
12-077	Goshen Public Library	_____
12-078	Greensburg-Decatur County Contractual Public Library	_____
12-079	Greentown & Eastern Howard School Public Library	_____
12-080	Greenwood Public Library	_____
12-081	Hagerstown-Jefferson Township Public Library	_____
12-082	Hamilton East Public Library	_____
12-083	Hamilton North Public Library	_____
12-084	Hammond Public Library	_____
12-085	Hancock County Public Library	_____
12-086	Harrison County Public Library	_____
12-087	Hartford City Public Library	_____

12-088	Henry Henley Public Library IN0165	_____
12-089	Huntingburg Public Library	_____
12-090	Huntington City-Township Public Library	_____
12-091	Hussey-Mayfield Memorial Public Library	_____
12-092	Indianapolis-Marion County Public Library	_____
12-093	Jackson County Public Library	_____
12-094	Jasonville Public Library	_____
12-095	Jasper County Public Library	_____
12-096	Jasper-Dubois County Contractual Public Library	_____
12-097	Jay County Public Library	_____
12-098	Jefferson County Public Library	_____
12-099	Jeffersonville Township Public Library	_____
12-100	Jennings County Public Library	_____
12-101	Johnson County Public Library	_____
12-102	Jonesboro Public Library	_____
12-103	Joyce Public Library	_____
12-104	Kendallville Public Library	_____
12-105	Kentland-Jefferson Township Public Library	_____
12-106	Kewanna-Union Township Public Library	_____
12-107	Kingman-Millcreek Public Library	_____
12-108	Kirklin Public Library	_____
12-109	Knightstown Public Library	_____

12-110	Knox County Public Library	_____
12-111	Kokomo-Howard County Public Library	_____
12-112	La Crosse Public Library	_____
12-113	La Grange County Public Library	_____
12-114	La Porte County Public Library	_____
12-115	Ladoga-Clark Township Public Library	_____
12-116	Lake County Public Library	_____
12-117	Lawrenceburg Public Library	_____
12-118	Lebanon Public Library	_____
12-119	Ligonier Public Library	_____
12-120	Lincoln Heritage Public Library	_____
12-121	Linden Carnegie Public Library	_____
12-122	Linton Public Library	_____
12-123	Logansport-Cass County Public Library	_____
12-124	Loogootee Public Library	_____
12-125	Lowell Public Library	_____
12-126	Marion Public Library	_____
12-127	Matthews Public Library	_____
12-128	Melton Public Library	_____
12-129	Michigan City Public Library	_____
12-130	Middlebury Community Public Library	_____
12-131	Middletown Fall Creek Township Public Library	_____

12-132	Milford Public Library	_____
12-133	Mishawaka-Penn-Harris Public Library	_____
12-134	Mitchell Community Public Library	_____
12-135	Monon Town & Township Public Library	_____
12-136	Monroe County Public Library	_____
12-137	Monterey-Tippecanoe Township Public Library	_____
12-138	Montezuma Public Library	_____
12-139	Monticello-Union Township Public Library	_____
12-140	Montpelier-Harrison Township Public Library	_____
12-141	Mooresville Public Library	_____
12-142	Morgan County Public Library	_____
12-143	Morrisson Reeves Library	_____
12-144	Muncie-Center Township Public Library	_____
12-145	Nappanee Public Library	_____
12-146	New Albany-Floyd County Public Library	_____
12-147	New Carlisle & Olive Township Public Library	_____
12-148	New Castle-Henry County Public Library	_____
12-149	New Harmony Workingmen's Institute	_____
12-150	Newburgh Chandler Public Library	_____
12-151	Newton County Public Library	_____
12-152	Noble County Public Library	_____
12-153	North Judson-Wayne Township Public Library	_____

12-154	North Madison County Public Library System	_____
12-155	North Manchester Public Library	_____
12-156	North Webster Community Public Library	_____
12-157	Oakland City-Columbia Township Public Library	_____
12-158	Odon Winkelpleck Public Library	_____
12-159	Ohio County Public Library	_____
12-160	Orleans Town & Township Public Library	_____
12-161	Osgood Public Library	_____
12-162	Otterbein Public Library	_____
12-163	Owen County Public Library	_____
12-164	Owensville Carnegie Public Library	_____
12-165	Oxford Public Library	_____
12-166	Paoli Public Library	_____
12-167	Parke County Public Library	_____
12-168	Peabody Public Library	_____
12-169	Pendleton Community Public Library	_____
12-170	Penn Township Public Library	_____
12-171	Perry County Public Library	_____
12-172	Peru Public Library	_____
12-173	Pierceton & Washington Township Public Library	_____
12-174	Pike County Public Library	_____
12-175	Plainfield-Guilford Township Public Library	_____

12-176	Plymouth Public Library	_____
12-177	Porter County Public Library System	_____
12-178	Poseyville Carnegie Public Library	_____
12-179	Princeton Public Library	_____
12-180	Pulaski County Public Library	_____
12-181	Putnam County Public Library	_____
12-182	Remington-Carpenter Township Public Library	_____
12-183	Ridgeville Public Library	_____
12-184	Roachdale-Franklin Township Public Library	_____
12-185	Roann Paw-Paw Township Public Library	_____
12-186	Roanoke Public Library	_____
12-187	Royal Center-Boone Township Public Library	_____
12-188	Rushville Public Library	_____
12-189	Salem-Washington Township Public Library	_____
12-190	Scott County Public Library	_____
12-191	Shelby County Public Library	_____
12-192	Sheridan Public Library	_____
12-193	Shoals Public Library	_____
12-194	South Whitley-Cleveland Township Public Library	_____
12-195	Speedway Public Library	_____
12-196	Spencer County Public Library	_____
12-197	Spiceland Town-Township Public Library	_____

12-198	St. Joseph County Public Library	_____
12-199	Starke County Public Library System	_____
12-200	Sullivan County Public Library	_____
12-201	Swayzee Public Library	_____
12-202	Switzerland County Public Library	_____
12-203	Syracuse-Turkey Creek Township Public Library	_____
12-204	Thorntown Public Library	_____
12-205	Tippecanoe County Public Library	_____
12-206	Tipton County Public Library	_____
12-207	Tyson Library Association, Inc	_____
12-208	Union City Public Library	_____
12-209	Union County Public Library	_____
12-210	Van Buren Public Library	_____
12-211	Vermillion County Public Library	_____
12-212	Vigo County Public Library	_____
12-213	Wabash Carnegie Public Library	_____
12-214	Wakarusa-Olive & Harrison Township Public Library	_____
12-215	Walkerton-Lincoln Township Public Library	_____
12-216	Walton & Tipton Township Public Library	_____
12-217	Wanatah Public Library	_____
12-218	Warren Public Library	_____
12-219	Warsaw Community Public Library	_____

12-220	Washington Carnegie Public Library	_____
12-221	Washington Township Public Library	_____
12-222	Waterloo-Grant Township Public Library	_____
12-223	Waveland-Brown Township Public Library	_____
12-224	Wells County Public Library	_____
12-225	West Lafayette Public Library	_____
12-226	West Lebanon-Pike Township Public Library	_____
12-227	Westchester Public Library	_____
12-228	Westfield-Washington Public Library	_____
12-229	Westville-New Durham Township Public Library	_____
12-230	Whiting Public Library	_____
12-231	Willard Library of Evansville	_____
12-232	Williamsport-Washington Township Public Library	_____
12-233	Winchester Community Public Library	_____
12-234	Wolcott Community Public Library	_____
12-235	Worthington Jefferson Township Public Library	_____
12-236	York Township Public Library	_____
12-237	Yorktown Public Library	_____
12-238	**TOTAL PLAC Loans**	_____

13 - Compliance with Standards for Public Libraries

The following questions refer to the library's compliance with the Indiana Public Library Standards (560 IAC 6).

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Standards which can be verified by data or information elsewhere in the report do not appear in this section.

Please answer either "Yes", "No", or "N/A" if applicable.

Do not skip any questions.

13-001	**Does your library comply with Public Library Law under IC 36-12?**	_____
13-002	**If the answer to 13-001 is NO, explain:**	_____
13-003	**Does your library comply with other Indiana laws that affect municipal corporations?**	_____
13-004	**If the answer to 13-003 is NO, explain:**	_____
13-005	**Does your library comply with all federal laws affecting employment practice?**	_____
13-006	**If the answer to 13-005 is NO, explain:**	_____
13-007	**Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?**	_____
13-008	**If the answer to 13-007 is NO, explain:**	_____
13-009	**Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?**	_____
13-010	**If the answer to 13-009 is NO, explain:**	_____
13-011	Do the library board and the director maintain separate functions?	_____
13-012	**Is the board responsible for governance and policy?**	_____
13-013	**Is the director responsible for administration, operation and management of the library?**	_____
13-014	**Does the director work full-time?**	_____
13-015	Does the director have the required certification under 590 IAC 5? (If unsure, check at https://mylicense.in.gov/EVerification/Search.aspx	_____

With the advice and recommendations of the library director, has the library board adopted the following plans and policies?

13-016	A schedule of classification of employees	_____
13-017	An annual schedule of salaries	_____

| 13-018 | A proposed library budget | _____ |

<u>Personnel Policies</u>

Has the library board adopted written personnel policies and procedures dealing with:

13-019	Recruitment?	_____
13-020	Selection?	_____
13-021	Appointments?	_____
13-022	Personnel actions?	_____
13-023	Salary administration?	_____
13-024	Employee benefits?	_____
13-025	Conditions of work?	_____
13-026	Leaves?	_____
13-027	Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?	_____
13-028	Does the library have current, written bylaws that state its purpose and its operational procedures?	_____
13-029	Do the library bylaws specifically state rules governing conflicts of interest issues?	_____
13-030	Do the library bylaws specifically state rules governing nepotism?	_____
13-031	Have the bylaws been reviewed by the board in the last three (3) years?	_____
13-032	Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board, been submitted to the Indiana State Library?	_____
13-033	Does your library have a written collection development plan?	_____
13-034	Does your library have a written circulation policy detailing the principles of access for all library materials and service?	_____
13-035	Does your library provide support for continuing education for staff and trustees?	_____

<u>Long-Range Plan</u>

| 13-036 | Does the library have a written long-range plan of service? | _____ |

13-037	What year did your current long-range plan begin?	_____
13-038	What year does your current long-range plan end?	_____
13-039	Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan?	_____
13-040	Have copies of the plan, plus all updates and revisions, been filed with the Indiana State Library?	_____
13-041	Does your long-range plan include a statement of community needs and goals?	_____
13-042	Does your long-range plan include measurable objectives and service in response to the community's needs and goals?	_____
13-043	Does your long-range plan include an assessment of facilities, services, technology, and operations?	_____
13-044	Does your long-range plan include an ongoing evaluation process?	_____
13-045	Does your long-range plan include a plan for financial resources and sustainability?	_____
13-046	Does your long-range plan include an equipment replacement schedule?	_____
13-047	Does your long-range plan include a professional development strategy?	_____
13-048	Does your long-range plan include a statement of collaboration with other public libraries?	_____
13-049	Does your long-range plan include a statement of collaboration with other community partners?	_____

Resource Sharing

| 13-050 | Does your library provide interlibrary loan free of charge _to other libraries_ within Indiana?

Answer YES if your policy is to lend, even if no loans were requested. | _____ |
| 13-051 | Does your library provide interlibrary loan free of charge _to your users?_

Answer YES if your policy is to lend, even if no loans were requested. | _____ |
| 13-052 | Does your library lend materials via a statewide reciprocal borrowing program? | _____ |
| 13-053 | Does your library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana? | _____ |

13-054	If the answer to 13-053 is YES, please list libraries with which you have reciprocal borrowing agreements.	_____
13-055	Does your library lend materials using the OCLC resource sharing system?	_____
13-056	Is your library a member of Evergreen Indiana?	_____
13-057	How many days per week does your library receive InfoExpress courier service?	_____

Does the library provide adult services, including:

13-058	Reference services, including knowledge of and access to reference materials, including INSPIRE?	_____
13-059	A collection of materials for adults?	_____
13-060	A space designated for adults in each fixed location?	_____

Does the library provide young adult services, including:

13-061	Reference services, including knowledge of and access to reference materials, including INSPIRE?	_____
13-062	A collection of materials for young adults?	_____
13-063	A space designated for young adults in each fixed location?	_____

Does the library provide children's services, including:

13-064	Reference services, including knowledge of and access to reference materials, including INSPIRE?	_____
13-065	A collection of materials for children?	_____
13-066	A space designated for children in each fixed location?	_____

Public Access

13-067	Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, braille books, audio books, and/or enhanced media?	_____
13-068	Does the library provide computers for the free use of all persons, regardless of residency?	_____
13-069	Does your library provide a means for the public to print and make copies at each location?	_____

Website

Does your library's website include:

13-070	Current hours of operation?	_____
13-071	A physical address (or addresses) for your library?	_____
13-072	A map for each fixed location?	_____
13-073	A telephone number?	_____
13-074	An email address or other means of electronic contact?	_____
13-075	A link to INSPIRE.in.gov?	_____
13-076	Publicly posted policies, including, but not limited to, circulation, fees, and internet use?	_____
13-077	A link to the library's online public access catalog?	_____
13-078	A calendar or schedule of events and programs, updated at least monthly, including the dates for the library board meetings?	_____

14 - Statement of Intent to Comply with Standards

| 14-001 | Please explain any NO answers given in Part 13. | _____ |

15 - Supplemental Questions

COVID-19 Pandemic's Effect on Library Services

15-001	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	_____
15-002	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	_____
15-003	Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?	_____
15-004	Did the library allow users to complete registration for library cards online without having to come to the library **before** the Coronavirus (COVID-19) pandemic?	_____
15-005	Did the library allow users to complete registration for library cards online without having to come to the library **during** the Coronavirus (COVID-19) pandemic?	_____
15-006	Did the library provide reference service via the Internet or telephone when the building was	_____

physically closed to the public **during** the Coronavirus (COVID-19) pandemic?

15-007 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? _____

15-008 Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets **before** the Coronavirus (COVID-19) pandemic? _____

15-009 Did the library intentionally add Wi-Fi Internet access to users outside the building at one or more outlets **during** the Coronavirus (COVID-19) pandemic? _____

15-010 Did the library **increase** access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? _____

15-011 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? _____

15-012 Did the library offer "Take and Make" activities prior to the COVID-19 pandemic? _____

15-013 Did the library add or increase "Take and Make" activities provided during the COVID-19 pandemic? _____

15-013a Number of "Take and Make" activities distributed (optional) _____

Medical Intervention

15-014 Does your library own a defibrillator? _____

15-015 Does your library own Narcan? _____

15-016 What's something your library did in the past year that you're proud of? _____

CERTIFICATION

Click here to print a copy of the Signature Page. This needs to be signed by both the director and board president in ink and returned via mail to the Indiana State Library Development Office. This is also due by March 1, 2021.